

23 May 2003

From: Deputy Chief for Reserve Affairs
To: Commanding Officers

Subj: **OFFICER IN CHARGE SELECTION PROCESS**

Ref: (a) Communication and guidance (M10) RADM Lynch and Flag Program
Advisors (RADM West, RDML Morris)

1. Application for an OIC position in Programs 32 (Naval Reserve Naval Hospital) or Program 46 (Naval Reserve Fleet Hospital) requires the following information:

- ☐ Name, address, contact phone #, e-mail address, and current civilian position.
- ☐ Letter of reference / recommendation from the current CO or OIC.
- ☐ A written paragraph explaining why you are applying for the OIC position. If applying for more than one OIC position, list your preferences in the order you wish to be considered.
- ☐ Listing of your mobilization billet assignments for the last five years.
- ☐ Listing of your last three Annual Training assignments.
- ☐ Listing of "other" duties and responsibilities performed at your local unit or detachment level which are distinct from your current billet description, i.e., training officer, admin officer, AOIC.

2. To apply for a FY-04 OIC position, applicants must submit their packages to the Commanding Officers of respective Headquarter detachments. All personnel (IAPs, VTU drillers and billet selectees will be able to submit packages for open detachment OIC billets. Each Flag Officer Program Advisor will provide Commanding Officers with precepts for the Program 32 and Program 46 selection criteria.

3. Applications must be received by no later than 1 August 2003. (See mailing/email addresses and open OIC opportunities on the CNRF N1 webpage. First, you must enter the CNRF registration page listed below before arriving at the N1 page:
<https://reserves.navy.mil/NR/System/Access/ManualLogin.asp?NEXTURL=%2fReserve%2fPublic%2fStaff%2fdefault%2ehtm>. Dashes are required when typing SSN. Proceed to the N1 webpage.

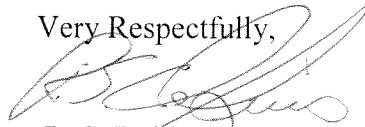
4. All members selected as Officer In Charge (OIC) will be required to drill monthly at the detachment that he/she was selected for as an OIC.

5. The determination of eligible candidates for OIC positions will occur after all personnel have been selected for CO billets through the APPLY process and interested

OIC candidates including VTU members have submitted their packages before the 1 August 2003 deadline.

6. Additionally, applications may be sent electronically (with all specified documents listed above) or through the U.S. Postal Service to the attention of the Commanding Officer of the Reserve Command for which the applicant was interested. Points of Contacts (POCs) for each command will be listed on the CNRF website for questions or disposition of packages submitted.

Very Respectfully,



R. S. Delaquis
Chief of Staff, Reserve Affairs

Approved:


W. L. Lynch